

Human Resources Service Center-Northeast (HRSC-NE)

Modern Bulletin #4

Topic: Important Deadlines During MDCPDS Deployment and the Pipeline Effort

15 June 2001

From the Director of HRSC-NE . . .

This Bulletin outlines the HRSC-NE plan for deployment of the Modern Defense Civilian Personnel Data System (MDCPDS) beginning 20 July 2001.

For approximately two weeks (20 July to 3 August 01), there will be no automated personnel processing capability in the Northeast Region. After close of business on 19 July 01, there will be no access to PERSACTION or any of the other automated tools in the current automated suite of personnel applications. To ensure critical personnel actions are effected prior to this downtime, managers, administrative staff, and the personnel community must all work cooperatively and aggressively to meet the deadlines for submission of personnel actions outlined in this bulletin. As these actions affect the pay, morale and welfare of the civilian employees we count on to meet our missions, personnel actions must be submitted in a timely manner to avoid any temporary delay of actions affecting pay, entitlements, and benefits.

The HRSC-NE staff will be working diligently to assure that all actions submitted within the time frames below will be completed prior to the personnel system shutdown. Once deployment begins, we will not have the capability to effect any personnel actions except those deemed emergency-critical until we are operational on 6 August 01. These dates reflect the deadlines all personnel actions and supporting documents must be **RECEIVED IN THE HRSC-NE**. You may wish to establish earlier cut-off dates for actions to be received in your office in order to allow for the additional time needed to review the actions prior to transmitting them to the HRSC-NE. *Actions received after these deadlines will be returned to the HROs.*

Recognizing that there may be EMERGENCY-CRITICAL actions that require manual processing during the down time, we have established procedures to do so with the Defense Finance and Accounting Service. However, the only actions that are EMERGENCY-CRITICAL actions are Death and those actions approved as exceptions by the HRSC-NE Director. **While recruitment activities (job announcements, job referral, and selections) will not be impacted, we strongly recommend that new hires, CAOs, and transfers not be brought on board during the week beginning 22 July.**

Actions in electronic in-boxes (managers, administrative offices, HRO and HRSC) will not migrate to the new system. Any action not completed prior to deployment will have to be manually built into MDCPDS. The HROs should return all recruit actions, awards, and establish/fill actions received from management after the deadline dates. The manager will be expected to resubmit the action in MDCPDS once the new system is operational.

All current employee personnel actions received at the HRSC-NE by 2 July that are effective through 29 July and emergency-critical actions processed during the down time will be

reinitiated in Modern by the HRSC-NE Pipeline Team. These will be the pipeline actions. HROs must reinitiate all other actions after deployment. For ongoing recruitment actions, HROs must submit a new Request for Personnel Action (RPA) when a selection is made. The RPA must be submitted with the selection certificate or when a PPP match occurs.

Provided below is additional information on the deployment period that should answer most questions employees and managers will have regarding these processes. Any questions that remain should be directed to your servicing HRSC-NE staff. Your adherence to the time frames in this bulletin will assure a successful deployment, and will result in maintaining a high level of customer service with minimal impact on our employees. We thank you in advance for your support. The HRSC-NE point of contact for this Bulletin is Ms. Bernie Mendiola (215) 408-5138/DSN 243-5138 or Bernie_Mendiola@ne.hroc.navy.mil.

PERSONNEL ACTIONS SEQUENCING AND TRANSITION TO MODERN-DCPDS FOR ACTIVITIES SERVICED BY THE HRSC-NE

Following are the actions that will be taking place during the transition to MODERN-DCPDS (replacement of the current DCPDS and associated PPI systems) with a projected conversion period of **20 July 01** through **3 August 01**.

Pre-Deployment Actions:

1. HRSC-NE and HROs will review and reduce the number of PPIs currently under Legacy DCPDS up until 16 July.
2. **Suspense Reports** – The HROs received special suspense reports for all actions with NTE dates expiring through 10 August. They were asked to coordinate with activity management to determine actions that can be made effective prior to 29 July (e.g., extend temp appointments, promotions or LWOP in advance of NTE date).
3. The HROs should notify activities that they will experience a delay in the processing of actions during the conversion period. Orientation to the system may also result in some additional delays after 6 August.
4. **2 July 01** is the last day for receipt of name action requests from the HROs that are effective on or before 29 July 01.
5. **13 July 01** will be the last date for transmission of the following actions to the HRSC-NE: Table 30 changes, establishment of new UICs, position classification reviews, and recruit actions.
6. Coordination of all PPIs from the HROs to the HRSC-NE will cease on **13 July**. Actions received by the HRSC-NE on or before 13 July, with effective dates through 29 July, will be processed normally by the HRSC-NE. The HROs should work with managers to facilitate earlier submission of the PPIs if possible.

7. All PPIs that have been initiated but not transmitted to the HRSC-NE by 13 July will not appear in Modern DCPDS. They will need to be re-input through MDCPDS on or after the conversion process is complete.
8. Between 9-20 July, each HRSC-NE Specialist and Assistant will print a copy of each personnel action, including notes, which is in their in-box. Any attachments associated with those personnel actions will be saved to the LAN for retrieval after Modern deployment. Printing of Recruit/Fill actions that do not have certificates issued as of 6 July should be accomplished 9-18 Jul. During the period 16-20 July, efforts should be concentrated on processing personnel actions remaining in Legacy DCPDS. A copy of each action for a current serviced employee will be forwarded to the Pipeline Team Lead. These actions will be input into Modern by the Pipeline team. A copy of the recruit action will be filed with the merit promotion records. **All PPIs must be processed COB 18 July to allow the overnight refresh to happen.**
9. We recommend that the HROs perform a similar process for those actions in HRO and Manager's in-boxes. After conversion to Modern begins on 20 July, the PERSACTION system will not be accessible. Anything stored in the Legacy system will not be retrievable.

Deployment Actions:

1. **Emergency Actions** are defined as Death Claims or actions approved as exceptions by the Director, HRSC-NE. The HRO specialist should contact Bernie Mendiola at DSN 243-5138 or the servicing Code 53 Team Lead if unforeseen emergency actions (as described above) are required during the conversion period. Such actions will be sent to Payroll for manual processing.
2. Pipeline Team will recreate current employee action requests effective through 29 July and emergency actions processed during deployment.

Post-Deployment Actions:

1. **Actions effective after conversion:**

Actions not input to PPIs: The managers and/or HROs will collect and hold the actions. Submit via MDCPDS upon availability of system.

Open Recruit/Fill PPIs as of 19 July: The HRSC-NE will generate a report containing all information from each PPI and tracking report. HRSC-NE will provide the reports to the appropriate HRO.

2. For ongoing recruitment actions, HROs will submit a new Request for Personnel Action (RPA) when a selection is made. The RPA must be submitted with the selection certificate or when a PPP match occurs.
3. HROs will recreate RPAs in MDCPDS beginning **6 August 2001**.

TRANSITION TO MODERN DCPDS SCHEDULE OF EVENTS AT HRSC-NE

In order to facilitate a smooth installation of software and to ensure that all pending personnel actions are captured, the following events must occur:

- 08 Jun 01 HRSC-NE releases report of actions with NTEs on or before 10 Aug 01. HROs and Activities should review and forward any additional action required to extend or terminate the temporary action.
- 02 Jul 01; COB Last day for receipt of current-employee personnel actions from HROs that are effective on or before 29 July 01
- 13 Jul 01; COB Last day for receipt of Table 30 changes, New UICs, Position Classification Reviews, and Fill actions from HROs.
- 18 Jul 01; 12:00 Processing and coordination of PPIs within HRSC-NE stops. DO NOT forward a PPI after 12:00.
- 09-13 Jul 01 HRSC-NE Specialists and Assistants will print a copy each Recruit/Fill action that does not have a certificate issued (including notes) which are in the in-box and save attachments to the LAN.
- 16-18 Jul 01 All remaining personnel actions, particularly Corrections and Cancellations, with effective dates through 18 Jul must be processed and SF-50s signed/printed by 19 July.
- 20 Jul 01; 4:01-5:00 Code 20 will disable all user access to PPI.
- 20 Jul 01 – 4 Aug 01 Emergency actions processed via manual hardcopy of SF52 to HRSC-NE POC.
- 30 Jul 01 PIPELINE ACTIONS – HRSC-NE will recreate RPAs in MDCPDS for pending employee personnel actions effective from 18 Jul through 29 July and emergency actions processed during the down time.
- 06 Aug 01 HROs will recreate RPAs for personnel actions effective after 29 Jul and for new or ongoing actions (e.g., recruit/fill, classification review, etc.) that need to be recreated in MDCPDS. These RPAs will be coordinated to designated HRSC-NE In-Box.